

**301 JOB QUALIFICATION REQUIREMENTS FOR BULK STOREROOM CUSTODIAN**

NAME: \_\_\_\_\_

RATE/RANK: \_\_\_\_\_

This page is used as a record of satisfactory completion of the Job Qualification Requirements (JQR) for Bulk Storeroom Custodian. Only specified supervisors may signify completion of requirements either by written or oral examination, or by observation of performance. The examination or checkout need not cover every item; however, a sufficient number should be covered to demonstrate the examinee's knowledge. Should supervisors "give away" their signatures, unnecessary difficulties can be expected in future routine operations.

This qualification section is to be maintained by the trainee and updated to ensure awareness of remaining tasks.

**QUALIFICATION RECORD**

Trainee has been indoctrinated in this JQR and given a target completion date of \_\_\_\_\_.

Signature \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_

Trainee has completed all requirements for this Job Qualification Requirement. Recommend designation as a qualified Bulk Storeroom Custodian (JQR-301).

RECOMMENDED \_\_\_\_\_  
(Supervisor)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Division Officer)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Department Head)

Date: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_  
(Commanding Officer or Designated Representative)

Date: \_\_\_\_\_

Service Record Entry \_\_\_\_\_

Date: \_\_\_\_\_

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### 301 BULK STOREROOM CUSTODIAN WORKSTATION

Estimated completion time: 8 weeks

Total points this workstation: 100

#### 301.1 PREREQUISITES

For optimum training effectiveness, the following JQR items should be completed prior to starting your assigned tasks, but must be completed prior to final qualification.

##### 301.1.1 Fundamentals from this JQR:

##### 101 Safety Precautions

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

##### 102 Security

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

##### 103 Bulk Storeroom Custodian

Completed \_\_\_\_\_ 10 points / 10% of Workstation  
(Qualifier/Date)

#### 301.2 TASKS

For the tasks listed below:

- a. What are the steps of this procedure?
- b. What are the reasons for each step?
- c. What control/coordination is required?
- d. What safety precautions must be observed?
- e. What parameters/operating limits must be monitored?
- f. Perform/simulate this task IAW NAVSUP P-487.

##### 301.2.1 Receive merchandise. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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##### 301.2.2 Label received material. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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##### 301.2.3 Maintain security. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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**301 BULK STOREROOM CUSTODIAN WORKSTATION (CON'T)**

301.2.4 Breakout/breakback merchandise. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.5 Prepare storeroom for inventory. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.6 Conduct perpetual inventories (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.7 Stow merchandise. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.8 Issue (miscellaneous expenditures). (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.9 Maintain sanitation. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.10 Maintain required documents. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.11 Rotate stock. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.12 Dispose un-saleable stock. (2 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.13 Use car seals to secure storeroom spaces. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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301.2.14 Properly handle hazardous materials. (3 times)

_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)	_____ (Signature)	_____ (Date)
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**301 BULK STOREROOM CUSTODIAN WORKSTATION (CON'T)**

Completion of 301.2 area comprises 50 points / 50% of workstation.

301.3 INFREQUENT TASKS – None to be discussed.

301.4 ABNORMAL CONDITIONS – None to be discussed.

301.5 EMERGENCIES

For the emergency conditions listed below:

- a. What indications and alarms are received?
- b. What immediate action is required?
- c. What are the probable causes?
- d. What operating limitations are imposed?
- e. What other emergencies or malfunctions may occur if immediate action is not taken?
- f. How does this emergency affect other operations?
- g. Perform or simulate the immediate action for this emergency condition IAW NAVSUP P-487.

301.5.1 Fire/Flooding

\_\_\_\_\_  
(Signature) (Date)

301.5.2 Unauthorized entry (break ins)

\_\_\_\_\_  
(Signature) (Date)

301.5.3 Incapacitated custodian

\_\_\_\_\_  
(Signature) (Date)

301.5.4 Emergency entry procedures

\_\_\_\_\_  
(Signature) (Date)

Completion of 301.5 area comprises 10 points / 10% of workstation.

### **301 BULK STOREROOM CUSTODIAN WORKSTATION (CON'T)**

#### **301.6 ON THE JOB TRAINING**

Work as bulk storeroom custodian under qualified supervision:

Normal Operations (10 times)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

_____	_____	_____	_____	_____	_____
(Signature)	(Date)	(Signature)	(Date)	(Signature)	(Date)

_____	_____
(Signature)	(Date)

Completion of 301.6 area comprises 10 points / 10% of workstation.

#### **301.7 EXAMINATIONS – (Optional except, as required by TYCOM/ISIC, etc)**

##### **301.7.1 Examination – Pass a written examination:**

_____	_____
(Signature)	(Date)

##### **301.7.2 Examination – Pass a oral examination board:**

_____	_____
(Signature)	(Date)